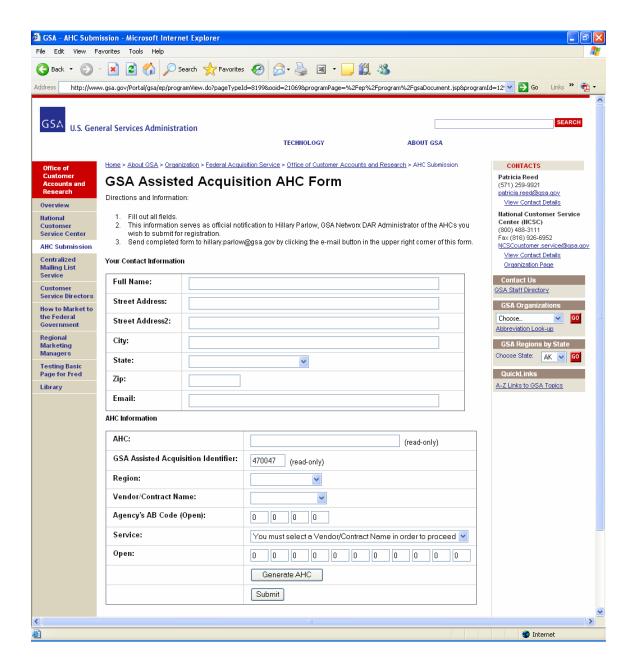
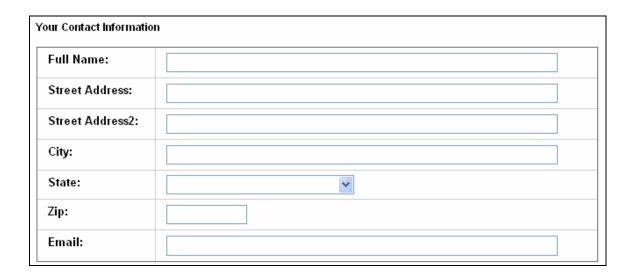
GSA Assisted Acquisition AHC Form Instructions

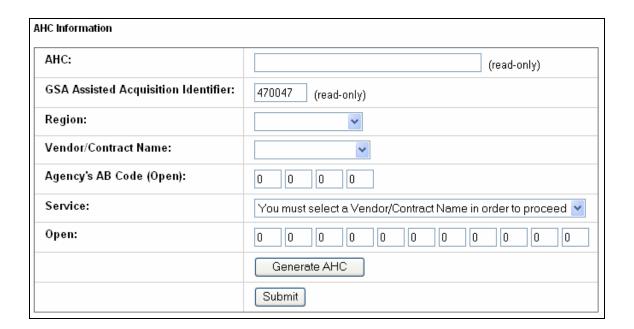
The below form will be accessible via the Networx website (www.gsa.gov/networx) by selecting Networx Transition and then GSA Assisted Acquisition AHC Form.



The form is divided into two areas. The first area is where you will enter your Contact Information. This information is required as part of the DAR registration process.



The second area is where the AHC will be generated.

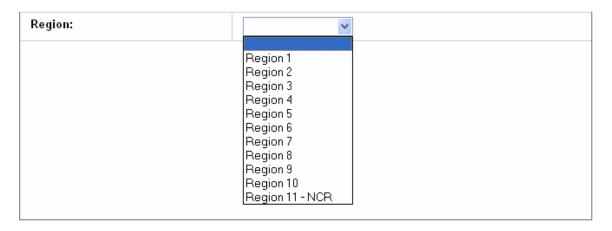


For this process, the AHC is split into the six sections detailed below.

The first section is the GSA Assisted Acquisition Identifier. These first six characters are fixed, and used to denote the assisted acquisition scenario.

|--|

The second section is the Region. When you select your Region from the dropdown list, it will be translated into the two character Region Code.



The third section is the Vendor / Contract. When you select a Vendor / Contract from the dropdown list, it will be translated into the two character Vendor / Contract Code.

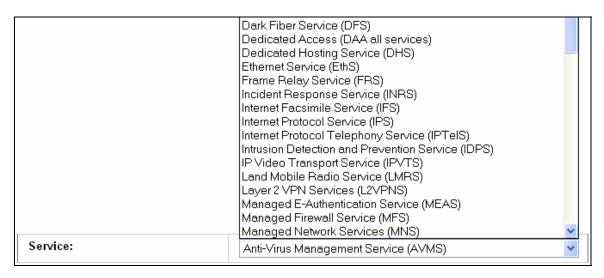


The fourth section is the Agency's AB Code.

en): 0 0 0 0

This is an open section requiring you to type in the four digit AB Code.

The fifth section is the Networx Service. When you select a service from the dropdown list, it will be translated into the three character Networx Inventory (NI) Code.



The sixth and final section is open.



These last eleven characters can be left as all 0's, or customized using any letter/number combination you wish.

Once you have completed each section, hit the Generate AHC button to view your creation.

Generate AHC

AHC:	470047E1AU4700U0200GSA0TCC00 (read-only)
GSA Assisted Acquisition Identifier:	470047 (read-only)
Region:	Region 1
Vendor/Contract Name:	AT&T Universal
Agency's AB Code (Open):	4 7 0 0
Service:	Anti-Virus Management Service (AVMS)
Open:	0 0 G S A 0 T C C 0 0
	Generate AHC
	Submit

If you are satisfied with the AHC, hit the Submit button to e-mail your form to the GSA Networx DAR Administrator (Hillary Parlow).

Submit

Hillary will then register your AHC with the appropriate vendor, and appoint you as a DAR for said AHC.